



California State Department of Insurance Insurance Examiner - Open Only

**CALIFORNIA
STATE
GOVERNMENT**

6PB60

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY

The Application and the Training and Experience Evaluation examination for the Insurance Examiner classification will be available, on a continuous basis, on the Internet. You may apply and take the examination on the Internet by connecting to:

http://www.spb.ca.gov/employment/exam_start.htm

Follow the on-line instructions. If you are not familiar with the Internet, you may have a friend or family member assist you. Please note that the Internet system will be unavailable on Tuesdays between 7:00 a.m. and 1:00 p.m., Pacific Standard Time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time as your record will **NOT** be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation examination on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE INSURANCE EXAMINER EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the California Department of Insurance for this information. The State Personnel Board and the California Department of Insurance do not maintain an up-to-date list of library locations. In addition, the State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, California does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, TTY (916) 654-6336, or via California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice).

SALARY RANGE

\$3,155 – \$4,742

POSITION DESCRIPTION

An Insurance Examiner may assist in the financial audits of insurance companies or in the financial analysis of insurance companies to determine their financial condition and compliance with all laws applicable to their insurance and investment transactions. An Insurance Examiner may also perform reviews of premium tax returns or assist in premium tax audits of insurance companies in determining compliance with the premium tax laws of the State of California.

CALIFORNIA STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1502-TDD (916) 654-6336

Positions exist in Sacramento, San Francisco, and Los Angeles.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements as stated on this examination announcement.

Applicants who meet the minimum qualifications, as stated below, may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for nine (9) months.

**MINIMUM
QUALIFICATIONS**

EITHER I

Equivalent to graduation from college preferably with a major in business administration, economics, insurance, accounting, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR II

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting and three semester hours of business law. (A course in Statistics may be substituted for cost accounting.)

OR III

One year in the California state service performing the duties of a Management Services Technician (Range B).

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of a Training and Experience Evaluation examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%

A. Knowledge of:

1. Generally accepted accounting principles and auditing standards.

B. Ability to:

1. Learn the differences between Statements of Statutory Accounting Principles (SSAP) and Generally Accepted Accounting Principles (GAAP).
 2. Prioritize work assignments to meet scheduled deadlines.
 3. Analyze written materials and identify the most important issues that may affect an insurance company's financial condition or operations.
 4. Learn Statements of Statutory Accounting Principles.
 5. Understand and apply statutory accounting principles to audits, examinations, or other assigned tasks.
 6. Verbally communicate effectively with insurance company personnel in a professional manner.
 7. Follow procedures for obtaining documents from insurance companies.
 8. Analyze financial information and narrative reports and draw sound conclusions.
 9. Follow written instructions.
 10. Follow oral instructions.
 11. Exercise good judgment when completing work assignments.
 12. Work with difficult people.
 13. Verbally communicate detailed information within written reports to individuals with
-

varying levels of technical ability.

14. Adapt to new working environments and working cultures.
 15. Maintain good working relationship with insurance company management and personnel.
 16. Effectively perform multiple tasks simultaneously.
 17. Verbally communicate effectively with coworkers, supervisors/ management, and personnel in other departments in order to discuss and resolve pertinent issues affecting assignments or the work environment.
 18. Verbally communicate with coworkers, supervisors/management, and personnel from other departments in order to diffuse potentially volatile situations that may impact working relationships.
-

ELIGIBLE LIST INFORMATION

An open merged list will be established for the California Department Insurance. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility.

This is an open examination. Career credits will not be granted.

VETERANS PREFERENCE

Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDIT.

QUESTIONS?

If you have any questions concerning this announcement, please contact:

State Personnel Board
801 Capitol Mall
PO. Box 944201, Sacramento, CA 94244-2010
(916) 653-1502, TTY (916) 654-6336
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf or hearing impaired and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional 3) multi-departmental promotional, 4) service wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in

CALIFORNIA STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1502-TDD (916) 654-6336

order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, PO Box 1559, Sacramento, CA 95807.